



Helpful Hints for DoDAACs Placed on Contract

	Administering Office	Payment Office	Ship To Location	Acceptance Point
What's the Impact, if it's wrong or not provided?	<ul style="list-style-type: none"> • If the wrong DoDAAC is provided, the administering office will need to coordinate within the organization to determine who the true administering office should be (this retracing will can longer if it must be done across Administering agencies (i.e. DCMA to Navy SUPSHIP); • If the DoDAAC is not provided at all, then the PCO retains all responsibilities of the contract (e.g. execute necessary change orders, approve / disapprove requests for payment, evaluate cost overruns / underruns in a timely fashion, etc.) 	<ul style="list-style-type: none"> • If the wrong DoDAAC is provided or not provided at all, the vendor will not be paid on time for materials delivered or services provided which causes interest penalties to accrue on behalf of the Department and creates cashflow deficiencies for smaller businesses and therefore impedes upon economic recovery efforts in the U.S. or possibly cause distrust in local vendors doing business with the U.S. in-theater. 	<ul style="list-style-type: none"> • If the DoDAAC is simply not provided or the wrong one is provided, then the material being shipped will not make it to two of the three "Rs" of logistics, Right Place or Right Time; • Providing the wrong DoDAAC could also result in your contract inadvertently stipulating delegation of government acceptance to a contractor at a contractor's facility - which is unlawful (contractor DoDAACs always begin with either C, E, L, Q, U, HG, SD, ZO(zero)). 	<ul style="list-style-type: none"> • Same impacts are experienced as providing no Ship To Location or the wrong Ship To Location. • In addition, if the wrong DoDAAC is provided, that DoDAAC that's been provided may not have a person registered as an acceptor in the Wide-Area Workflow program - which could result in delayed payment to the vendor.
Check this, if you're ever unsure:	<ul style="list-style-type: none"> • The Federal Directory of Contract Administration Services (CAS) at www.dcms.mil • Here, you can search for the local administering office based upon your vendor's location. For example, if your contract is with Lockheed Martin Corporation in Manassas, VA - conduct a search based upon Manassas' zip code. All administering offices will be shown for the appropriate vendors in the Manassas area. 	<ul style="list-style-type: none"> • The Wide-Area Workflow program at https://wawf.eb.mil • Directly from the publicly available main page, you can click the link on the lower left-hand side for, "Active DoDAACs & Roles". • Here, you can search by the DoDAAC you're unsure of and verify that it has been assigned with the role of "Pay Office", if not contact your DFAS representative. 	<ul style="list-style-type: none"> • The Defense Activity Address System Inquiry tool at https://www.daas.dla.mil/daasinq/warning.asp • Here, you can click the "DoDAAC" link and query the database to verify that the Ship To Location is currently a valid DoDAAC. • DAAS is the authoritative source for the Department's DoDAACs. 	<ul style="list-style-type: none"> • The Wide-Area Workflow program at https://wawf.eb.mil • Directly from the publicly available main page, you can click the link on the lower left-hand side for, "Active DoDAACs & Roles". • Here, you can search by the DoDAAC you're unsure of and verify that it has been assigned with a registered acceptor.